

Request for Quotation

**PRINT AND MAIL SERVICES
DEPARTMENT OF ADMINISTRATION
920 FRONT STREET
PO BOX 200132
HELENA, MT 59620-0132**

Request Quote ID 899	Date 06/13/2007	Purchasing Agent CHRIS GABRIEL
Payment Terms Net 30	DateTime Quote Closes 06/27/2007 1:30 pm	

Ship To: SEE SPECIFICATIONS FOR
SHIPPING INSTRUCTIONS

VENDOR:

Bill To: PRINT SERVICES
DEPARTMENT OF ADMINISTRATION
920 FRONT STREET
PO BOX 200132
HELENA, MT 59620-0132
Phone: (406) 444-3139
Fax: (406) 443-2212

Description	Quantity	UOM	Due Date
MONTANA THE MAGAZINE OF WESTERN HISTORY	1	LOT	

Specifications: SEE ATTACHED SPECIFICATIONS, TERMS AND CONDITIONS.

By submitting a response to this invitation for bid, or acceptance of a contract, the vendor agrees to acceptance of the attached Standard Terms and Conditions and any other provisions that are specific to this solicitation or contract.

This is NOT AN ORDER

All quotes and related documents must be identified with our Request for Quote NUMBER, and this form must be signed and returned with bid.

Signature _____

Date _____

Telephone _____

REQUEST FOR QUOTATION / INVITATION FOR BID - STANDARD TERMS AND CONDITIONS

PREPARATION OF QUOTATIONS/BIDS

Bids will be written in ink and/or typewritten on bid forms furnished herewith. Erasures and alterations must be initialed by the bidder in ink. No verbal bids shall be accepted.

Bid quotations will be firm for thirty (30) days, unless otherwise stipulated in the Request for Quotation.

PRICE SUBMISSION

For each item listed on the quote, the bidder shall list a unit price and an extended price. In the event that a quotation is entered in which the unit price and extension do not agree, the unit price will prevail.

Bidder may submit alternate proposals on an "all-or-none" basis, but are required to submit a primary quotation on an item-by-item basis to be considered for either type of award. All prices and payments must be in U.S. dollars.

CASH DISCOUNTS

Bidders may quote a cash discount based on early payment, however, cash discounts will not be considered as basis for award.

WARRANTIES

The bidder warrants that items bid will conform to the specifications herein requested, to be fit and sufficient for the purpose manufactured, of good material and workmanship and free from defect. Goods delivered which do not conform to the contract terms, conditions or specifications may be rejected and returned at the contractor's expense.

PACKAGING

No charges will be allowed for packing, wrapping, bags, containers, reels, etc., unless otherwise stipulated. All items shall be packed in accordance with prevailing commercial practices and in such a manner to insure delivery in good condition and as specified herein.

DELIVERY/SHIPPING

Goods shall be shipped prepaid, F.O.B. destination. In the event the contract terms specify F.O.B. shipping point, shipping charges will be prepaid and itemized as a separate item on invoicing. Such shipments shall be via least expensive common carrier unless otherwise stipulated. The State of Montana reserves the right to refuse to accept C.O.D. delivery.

ACCEPTANCE/REJECTION OF QUOTATIONS/BIDS

The State of Montana reserves the right to accept or reject any or all bids, wholly or in part, to make awards in any manner deemed in the best interest of the State. Print Services may terminate or reduce the scope of the order if available funding is reduced for any reason.

INVOICES

The contract (purchase order) number shall be referred to on all invoices, packages, packing lists, shipping notices and any correspondence relating to the Purchase Order.

Contract compliance and claim audits will be performed by Print Services. All invoices relative to the purchase order issued, along with two samples, shall be directed under separate cover to Print Services for payment.

Payment is due thirty (30) days after receipt of a properly executed claim or the date of completion of delivery of all items in a satisfactory condition, whichever is later.

OVERRUNS/UNDERRUNS

Unless otherwise specified in the Request for Quotation, all overruns/underruns will be limited to five percent (5%).

OWNERSHIP OF MATERIALS

Unless otherwise specified, all materials including, but not limited to, artwork, negatives, separations, dies and camera-ready copy, related to the production of any given printing requirement remain or become the property of the State of Montana. All camera ready copy supplied by the ordering agency or produced by the vendor shall be returned or forwarded upon completion to Print Services. Other materials, i.e. negatives, separations, etc., with the exception of press plates, shall be returned or forwarded upon request to Print Services.

ACCESS AND RETENTION OF RECORDS

The contractor agrees to provide the department, Legislative Auditor, or their authorized agent, access to any records necessary to determine contract compliance (Mont. Code Ann. 18-1-118). The contractor agrees to create and retain records supporting the services rendered or supplies delivered for a period of three years after either the completion date of the contract or the conclusion of any claim, litigation, or exception relating to the contract taken by the State of Montana or third party.

VENUE

This solicitation is governed by the laws of Montana. The parties agree that any litigation concerning this bid, request for proposal, limited solicitation, or subsequent contract, must be brought in the First Judicial District in and for the County of Lewis and Clark, State of Montana, and each party shall pay its own costs and attorney fees. (Mont Code Ann. 18-1-401.)

NON-DISCRIMINATION

The contractor agrees not to discriminate against any client, employee or applicant for employment or for services, because of race, creed, color, national origin, sex or age. The contractor shall comply with the Disabilities Act of 1990.

RECIPROCAL PREFERENCE

The State of Montana applies a reciprocal preference against a vendor submitting a bid from a state or country that grants a residency preference to its resident businesses. A reciprocal preference is only applied to an Invitation for Bid for supplies and then only if federal funds are not involved. For a list of states that grant resident preference, see www.discoveringmontana.com/doi/gsd/css/resources/reciprocalpreference.asp.

FACSIMILE RESPONSES

Facsimile responses will be accepted for Request for Quotations ONLY if they are received by Print Services prior to the time set for receipt of quotes. Quotes, or portions thereof, received after the due time will not be considered.

FAX # (406) 443-2212

UNION LABEL

All printing for which the State of Montana is chargeable shall bear the label of the branch of the international typographical union, the allied printing trades council, or the amalgamated lithographers of America of the locality in which it is printed, except under the following conditions. Printing, firms not having the use of the labels and who are desirous of presenting bids for printing enumerated above shall be required to establish consideration as a responsible bidder as follows:

1) As a condition to consideration as a responsible bidder, printing concerns must file with the Secretary of State a sworn statement to the effect that employees in the employ of the concern which is to produce such printing are receiving the prevailing wage rate and are working under conditions prevalent in the locality in which the work is produced.

2) Whenever a collective bargaining agreement is in effect between an employer and employees who are represented by a responsible organization which is in no way influenced or controlled by the management, such agreement and its provisions shall be construed as conditions prevalent in said locality and shall be the minimum requirement for being adjudged a responsible bidder under this section, 18-7-107, or chapter 4 of this title.

3) Printing firms having the use of the union labels as set forth above shall be deemed as having complied with the provisions of this section, 18-7-107, or chapter 4 of this title, but nothing in these provisions shall be construed as exempting such bidders from any provisions of this section, 18-7-107, or chapter 4 or this title, and such bidders shall also be required to conform to all provisions thereof.

TAX EXEMPTION

The State of Montana is exempt from Federal Excise Taxes (#81-0302402).

PRINTING MONTANA THE MAGAZINE OF WESTERN HISTORY

TERM OF CONTRACT

Bidder and the State of Montana Print & Mail Services agree that this contract may be extended, upon mutual agreement, in one (1) year intervals for a period not to exceed seven (7) additional years. Extensions are dependent upon legislative appropriations.

The State of Montana reserves the right to cancel this contract at any point during the term of the contract upon thirty (30) days written notification to the contract holder.

Supplier may not hire subcontractors to work on the project.

ASSESSED DAMAGES

The State of Montana reserves the right to assess liquidated damages of one half of one percent per day on the amount of contract price for failure to make delivery within the time indicated on the bid proposal. This sum may be deducted from the contractor's payment. No premium will be awarded to the contractor for completion in advance of the time specified under the contract.

MATERIALS

Supplier must have image setting capabilities to output Macintosh PageMaker files, with type and most graphics in place, at a resolution of at least 2400 dots per inch and press and plate-making capability for producing exact register on duotones. Color register control must be of the highest standard for cross-over color that falls in different signatures. The same is true when borders or other artwork are used on crossover pages; line-up must be accurate.

Supplier must have technological capabilities to receive and be able to output Macintosh PageMaker application files on a zip disc. Any conversion of files to Postscript for Imposition purposes are to be performed by Supplier.

CONTRACT PERFORMANCE SECURITY - ALL FORMS ACCEPTED

The Contractor must provide contract performance security based upon 100% of the contract total.

The contract performance security must be provided by the contractor in one of the following forms, within 10 working days from the Request for Documents Notice. ONLY THE FOLLOWING TYPES OF SECURITY ARE ACCEPTABLE AND MUST BE IN ORIGINAL FORM. FACSIMILE, ELECTRONIC, OR PHOTOCOPIES ARE NOT ACCEPTABLE.

- (a) a sufficient bond from a surety company licensed in Montana with a Best's rating of no less than A- and supplied on the State of Montana's designated form found at <http://www.mt.gov/doa/gsd/procurement/forms.asp> and entitled "Contract Performance Bond"; or
- (b) lawful money of the United States; or

- (c) an irrevocable letter of credit from a single financial institution and supplied on the State of Montana's designated form found at <http://www.mt.gov/doa/gsd/procurement/forms.asp> and entitled "Irrevocable Letter of Credit"; or
- (d) a cashier's check, certified check, bank money order, bank draft, certificate of deposit, or money market certificates drawn or issued by a federally or state-chartered bank or savings and loan association that is insured by or for which insurance is administered by the FDIC or that is drawn and issued by a credit union insured by the national credit union share insurance fund. Certificates of deposit or money market certificates will not be accepted as security for bid, proposal or contract security unless the certificates are assigned only to the State. All interest income from these certificates must accrue only to the contractor and not the State.
- (e) personal or business checks are not acceptable.

This contract performance security must remain in effect for the entire term of the contract. A new surety bond or irrevocable letter of credit must be issued to the State of Montana if this contract is renewed.

The contract performance security must be provided to the following address: Department of Administration, Print Services, 920 Front Street, Helena, MT 59601.

(See Title 18, chapter 4, part 3, MCA, Title 30, chapter 5, MCA, and ARM 2.5.502.)

Supplier must have technological capabilities to drum scan four-color and single-color artwork and furnish scan files to the State of Montana for layout in electronic files. Supplier must have image setter output capabilities for at least 2400 dpi process negatives and be able to furnish keyline or Matchprint proofs from those negatives for purposes of occasional four-color signatures within the magazine.

Supplier will be responsible for electronic disks, separation negatives, camera-ready copy, photos, reflective art, and other original materials sent to supplier by the Montana Historical Society. Should any loss or damage of such materials occur, the contractor shall be liable for the replacement value.

All materials including, but not limited to, electronic disks, artwork, negatives, separations, printer flats, camera-ready copy, and artist's rough comprehensive related to the production of the publication shall remain the property of the State of Montana. Artwork, photographs, and camera-ready copy shall be returned to the Editorial Office, Montana Historical Society, 225 N. Roberts Street, PO Box 201201, Helena MT 59620-1201, at the Supplier's expense within 7 working days of the final delivery of publication.

PROOFS

Alterations by MHS staff on blueline proof will be at the Supplier's standard rate, not to exceed pricing in the Franklin Offset Catalog. Printer errors corrected on blueline proof will be at Supplier's expense. Production and delivery schedule will not be adjusted to accommodate corrections.

PRESS RUN

Supplier to pay travel and per diem expenses for MHS staff person to come to plant for press OK on color runs.

First class workmanship and hairline registration are required throughout. Any finished magazines not meeting this standard will be considered rejectable. In the event of such rejection, printer will replace, at printer's expense, the unacceptable magazines with acceptable magazines within 14 days. MHS reserves the right to approve the press run and set quality control standards by working with the press operator at the printer's plant upon 72-hour notification of the press run.

Overrun toleration is limited to one percent; there is no allowance for underruns.

I. MAGAZINE SPECIFICATIONS

This contract is for the printing and binding of four average issues per year of Montana The Magazine of Western History.

NUMBER OF PAGES PER AVERAGE ISSUE: 96

QUANTITY: 12,700

TRIM SIZE: 7-7/8" x 10-3/4"

STOCK: A) 60# No.1 recycled matte coated offset, white for inside text pages.
B) 80# No.1 recycled matte coated cover, white for cover.

Samples of paper must be approved by Montana Historical Society prior to production. If paper stock changes during contract period, approval must be provided prior to changes.

COPY: Electronic disks will be supplied by agency with photo-ready ads. Laser page dummy of complete magazine shall accompany disks.

INK REQUIREMENTS:

- A) Cover prints outside four color process plus varnish. Inside covers prints 2 colors, black plus 1 PMS color.
- B) Inside text pages prints black and one color (PMS) Roughly 15%-20% of pages will have black and color abutting or overprinting.

PRINTING: Full bleed format throughout, including cover. Crossover registration of halftones and line art must register exactly and must meet the highest publishing standards and excellence. All inside pages print with two colors.

SEPARATIONS: Full composite cover separations and proof will be furnished by agency.

MAGAZINE SUBSCRIPTIONS BIND-IN: Prints two PMS colors, two sides with perforation. 12" x 10-3/4", copy to be provided on disk with type and some line art and halftones in place with spot color specified. Laser proof supplied with disks. To be bound between covers and insides.

PROOFING: Blueline proof will be required of entire magazine including cover and bind in, with all elements to include reversals, screens, tints, halftones, duotones, and line art. Blueline proof will be cut and folded page size representing the exact page format of each magazine. MHS staff shall have 3 working days to read blueline proof before returning to Supplier. Proofs sent to: Montana Historical Society, Molly Holz, Editor, 225 N Roberts Street, Helena Montana, 59601. All color runs to be approved on press by MHS staff person.

Supplier to send to MHS approximately 40 magazine covers, printed one-side, trimmed, as soon as they are available after the cover run.

BINDING: Saddle stitched with two wires on 10-3/4" side. Include binding of 4 page wrap and magazine subscription bind-in as described above.

DELIVERY: Magazine must be printed and ready to be mailed within 20 working days of receipt of electronic disks.

EXAMINATION: Supplier to send three copies of magazine after printing to approve prior to mailing and shipping.

II. PRINT MAGAZINE ENVELOPE

Quantity: 9,700 Size: 9" x 12"
Stock: 28# white wove, booklet
Copy: Supplied on electronic disc
Ink: PMS color to be specified with artwork
Printing: One side, one color, no bleed

III. MAILING AND SHIPPING MAGAZINES

Supplier to accomplish all mailing and shipping requirements within five working days after magazine has been printed with the exception of supplemental mailings which occur up to 330 days after printing.

A. MAILING SUBSCRIBER AND WESTERN HISTORY ASSN. MAGAZINES (approximately 9,700 per quarter)

Supplier to print envelope (specification above, insert magazine, seal, ink-jet addresses, mail/sort, bundle, and deliver mailing(s) to post office with all proper postal forms and documentation. Magazines are mailed via periodicals non-profit automation and non-automation rates. Charges for postage will be actual charges and MHS will set up account at Supplier's post office.

Computer disc or magnetic tape with addresses (domestic and foreign) will be provided by agency at least two days prior to completion of magazine printing.

Supplier responsible to store magazine up to 330 days following main mailing in order to conduct supplemental mailings. Supplemental mailings average about 150 each time. After 330 days, supplier must ship remaining magazines to agency.

B. SHIPPING DISTRIBUTOR MAGAZINES (approximately 2,000 per quarter)

Printed materials will be packed in uniform cartons (approximately 60 magazines), which will withstand shipping conditions, not to exceed 35 pounds per carton. Cartons are to be labeled with contents and quantity .

Supplier to ship magazines of quantities varying from approximately 60 magazines to 2,000 magazines directly to up to five different locations. Addresses and shipping information to be supplied by MHS. Supplier responsible to find the most cost-effective, reliable method to shipment to various locations. Charges for shipping will be actual charges itemized on supplier invoice. All but one or two of the destinations are in Montana.

QUANTITY: 4 issues \$ _____ \$ _____

I. ADDITIONAL OPTION INFORMATION FOR PART 1 MAGAZINE PRINTING

Add to base bid for additional pages based on the average issue per four pages: \$_____/4pg.

Deduct from base bid for fewer pages based on the average issue per four pages: \$_____/4pg.

Add to base bid for additional copies based on the average issue per 100: \$_____.

Deduct from base bid for fewer copies based on the average issue per 100: \$_____.

Add to base bid for printing of four color process on inside cover, not to include cost of separation: \$_____/ea.

Add to base bid for scans: \$ _____/ea.

Add to base bid for printing of four color process on side of eight-page signature not to include the cost of separations: \$_____.

Add to base bid for halftones including stripping-per halftone: \$ _____/ea.

Add to base bid for duotones including stripping-per duotone: \$ _____/ea.

Deduct from base bid to print magazine subscriptions bind-in: \$ _____

Add to base bid to print additional magazine bind-ins, cut, and fold per 100: \$_____

Add to base bid to print additional booklet envelopes for mailing magazines: \$_____/500.

Deduct from base bid to print fewer booklet envelopes for mailing magazines: \$ /500.

II. ADDITIONAL OPTION INFORMATION: INSERT

Add to base bid to print an insert with the following specifications:

Size: Trim size 10-3/4" x 7-7/8"

Stock: 60# offset, color to be specified with each printing. Supplier to provide Montana Historical Society with no fewer than 24 paper samples.

Printing: One PMS color, one side.

Copy: Provided on electronic disc.

Proof: Supplier to provide blueline proof before printing project.

Completion: Printing to coincide with magazine printing provided MHS supplies electronic disc copy at least ten working days in advance.

Quantity: 9,500

UNIT PRICE: \$_____/M EXTENDED PRICE: \$_____

Add to base bid to insert and mail in envelope with magazine: \$_____.

Add to base bid for additional inserts 500's to 20,000: \$_____/1,000.

Deduct from base bid for fewer inserts 500's to 5,000: \$_____/1,000

Add to base bid to print inserts on cardstock: \$_____/M

Add to base bid to print inserts with one additional PMS color: \$_____

Add to base bid to print insert front and back: \$_____

Add to base bid for plate change on insert during run: \$_____

POSTCARD INSERT: 4" x 5-1/2"

Print Black two sides: 2500 = \$_____; 5000 = \$_____; 12,500 = \$_____
;
25,000 = \$_____

Add second color to one side; 1 color second side: 2500 = \$_____;

5000 = \$_____; 12,500 = \$_____; 25,000 = \$_____

Price to blow-in postcard: 2500 = \$_____; 5000 = \$_____; 12,500 = \$_____
;
25,000 = \$_____

SUPPLIER DELIVERY DATE: As specified.

TERMS: Net

FOB: Montana Historical Society
225 N Roberts Street
Helena MT 59601
Attn: Molly Holz 444-0090